



City of Torrance

INTRADEPARTMENTAL PROMOTIONAL OPPORTUNITY

Administrative Assistant (Job Code 16051133)

Pay Range: \$21.46 to \$26.78 per hour
Benefits: Please refer to the Torrance City Employees Association MOU
<http://www.torranceca.gov/10032.htm#>.

Position Overview

Currently there are vacancies in the Community Development Department.

Administrative Assistants perform a variety of advanced clerical and routine administrative work of a general or specialized nature in support of the operations of an assigned division or departmental function. Responsible for office work requiring independent judgment and discretion and may provide training and/or direction to less experienced office support staff. For a detailed job description, please visit <http://www.torranceca.gov/22045.htm>.

Candidate Qualifications

CANDIDATES MUST HAVE COMPLETED SIX (6) MONTHS OF ACTUAL SERVICE AFTER PERMANENT APPOINTMENT AS A CIVIL SERVICE EMPLOYEE BY THE FINAL FILING PERIOD.

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from high school or equivalent and three (3) years of increasingly responsible clerical and customer service experience. Specialized training in office skills and effective use of standard office software is highly desirable.

Possession of a valid California Class C Driver License and safe driving record may be required for assignment to some positions in the classification.

Application and Selection Process

Candidates must apply online at www.TorranceCA.Gov/Jobs. Applications will be accepted from Wednesday, May 25, 2016, through Wednesday, June 15, 2016, at 5:30 p.m.

Qualified candidates will be invited to participate in the examination process. The examination will consist of:

<u>Test Type</u>	<u>Weight</u>	<u>Tentative Date</u>
Written	25%	Tuesday, July 12, 2016
Oral Interview	50%	Thursday, July 28, 2016
Performance	25%	Thursday, August 11, 2016

Factors tested may include: Knowledge of: Standard office practices and procedures including business correspondence, filing, and standard office equipment operation; accurate spelling, and proper use of English and punctuation. Ability to: Perform administrative work involving independent judgment and requiring accuracy and speed; make clear and comprehensive reports and keep difficult and complex records; understand and carry out complex oral and written directions; establish and maintain cooperative working relations with fellow employees and the public; communicate effectively orally and in writing; learn and interpret laws and rules; type neatly and accurately from rough drafts, reports, dictating machines and other sources; make arithmetical computations; operate a variety of office equipment, including calculator, word processor and computer terminal.

Special Notes

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date, June 15, 2016. Candidates may call (310) 618-2915 with application or testing questions.

This recruitment will be used to establish a one year eligibility list.

The provisions of this announcement do not constitute an express or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

EQUAL OPPORTUNITY / ADA EMPLOYER

05/24/16 HS